

Instructions for Making On-line In-State Travel Reservations

Employees may now make on-line reservations for contract airlines and rental cars. In addition, hotel reservations can be booked on-line so long as a personal credit card is used when traveling in-state. Because travel agents are familiar with savings through routing, out-of-state and non-routine in-state reservations should continue to be made by contacting a travel agent at (800) 748-6655.

Please note that the ResX program has a "pop-up" email itinerary feature appearing on the page after a reservation has been made. The pop-up box appears after clicking on "email itinerary" and asks for the email address or addresses to send a copy of an itinerary to. To use this feature, you must click on Tools, click on "allow pop-ups for this site only" when you are on the itinerary page.

If the traveler or travel planner needs an Airline Trip Locator Number for an on-line boarding pass, click on "Virtually There" (a feature that appears on the page after purchasing airline tickets). Enter the Trip Locator Number obtained from your Travelstore Incorporated's (Inc.) itinerary and the email address of the traveler. A new itinerary appears that indicates the Airline Trip Locator Number you will need to obtain an on-line boarding pass.

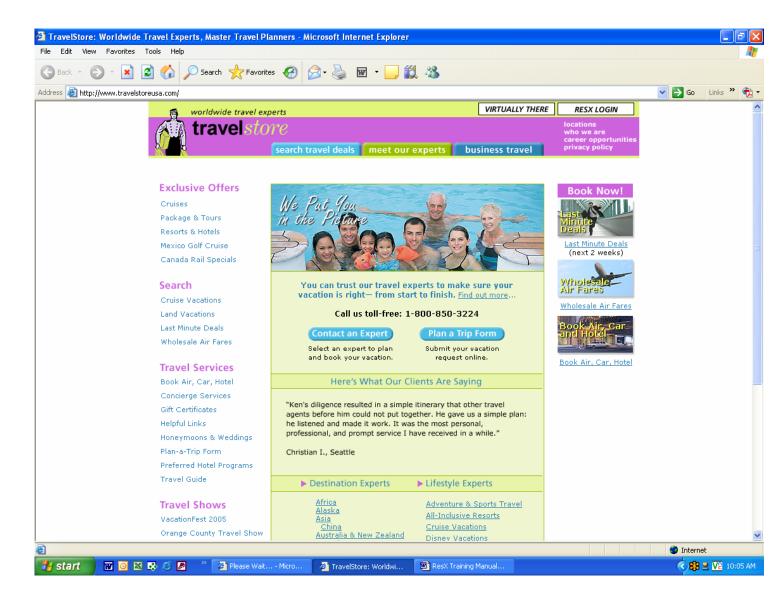
- Setting up a personal profile
- Instructions for travel planners (Employees making reservations for other employees)

When making on-line travel reservations, it is important to remember to:

- Use your work (Air Resources Board) email address as your Member ID.
- Cancel flights before flight time by calling TravelStore, Inc. at (800) 748-6655.
- Cancel hotel reservations when trip is canceled.
- ➤ Call TravelStore, Inc. if making reservation changes as reservations cannot be revised on-line.
- Not make reservations too far in advance.
- Not trade or hold tickets for future flights.

Accessing ResX

Using your Internet browser navigate to http://www.travelstoreusa.com. Click on the RESX LOGIN button located at the top right corner of the page.



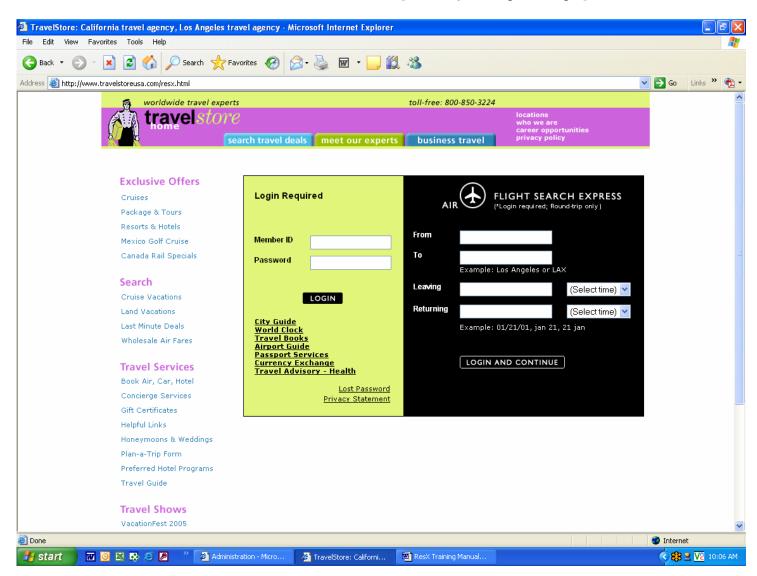
Logging into the system

New Users (first time only): Member ID: ARB-traveler

Password: [this remains blank]

Existing Users Member ID: [your e-mail address]

Password: [as setup during first login]

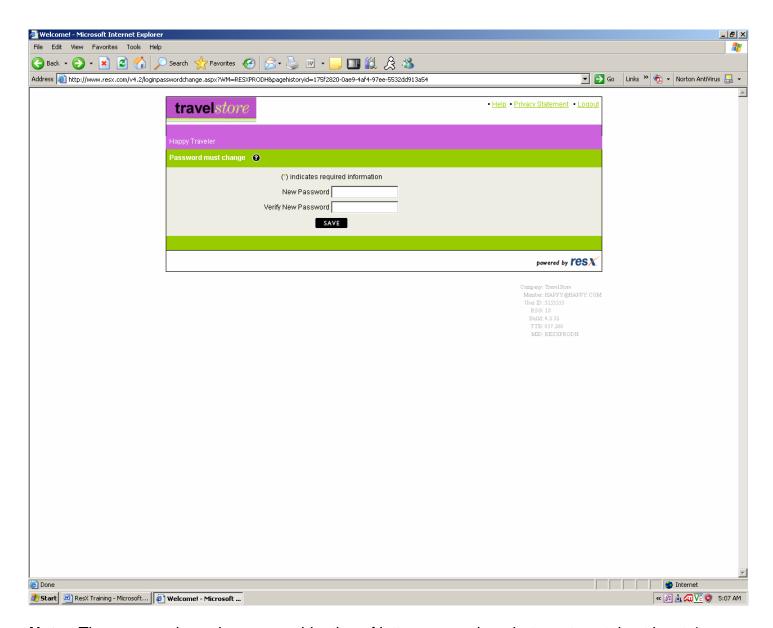


The first field on the User Setup page asks for your e-mail address, enter your e-mail address here, this will be used as your "Member ID" for all subsequent logins to ResX. This field captures the e-mail address to be used as a "Member ID" only; it is not used for communication purposes. If you are building a profile for another person be sure to enter their e-mail address in this field, not your own.

After completing the User Setup page click the Save button at the bottom of the page. The next page will allow you to set a password for all subsequent logins to ResX.

Setting your password

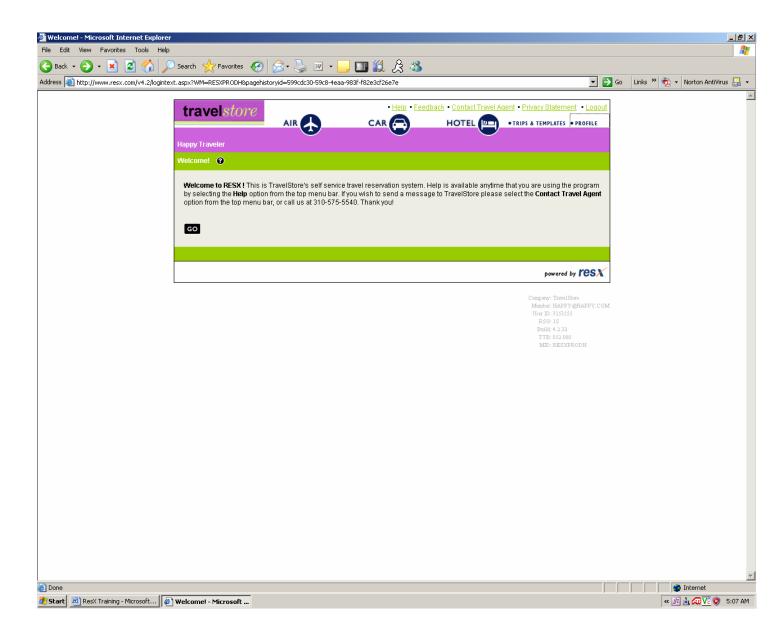
Enter your desired password in the boxes provided and select SAVE.



Note: The password may be any combination of letters or numbers but must contain at least 4 characters.

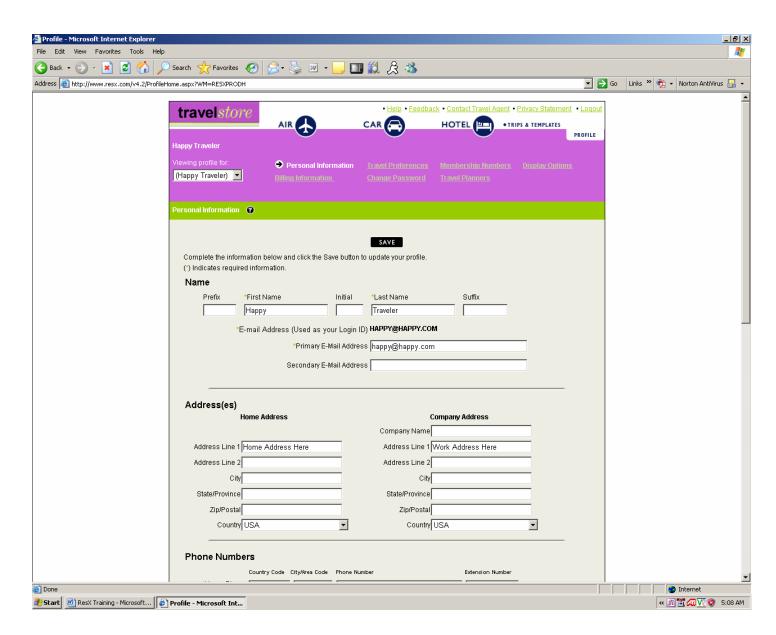
Welcome Page

After the user setup is complete the" Welcome Page" will appear. From the "Welcome Page" you can continue completing your personal profile. Simply click on the **PROFILE** link listed at the top right corner of the page.



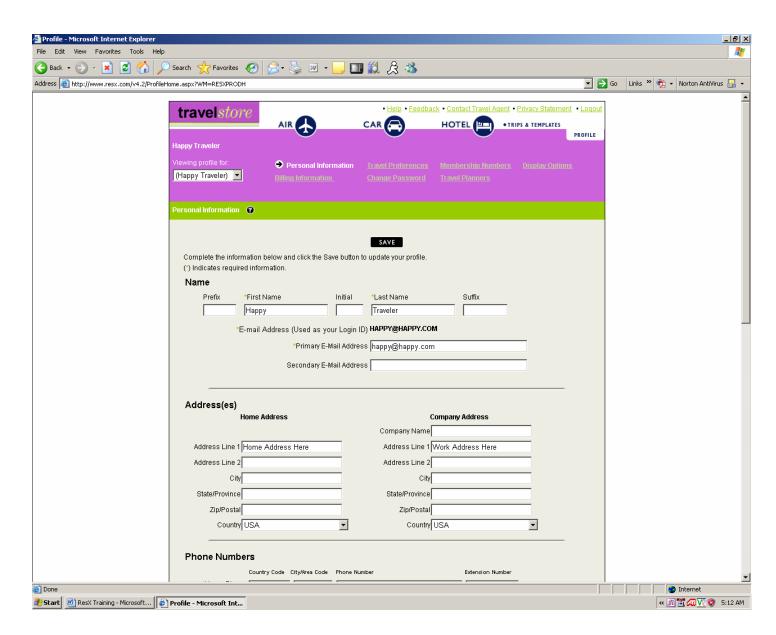
Modifying your profile

To modify your profile simply select the Profile link located at the top right hand corner of the page. Select from the various links provided to modify particular sections of the profile.



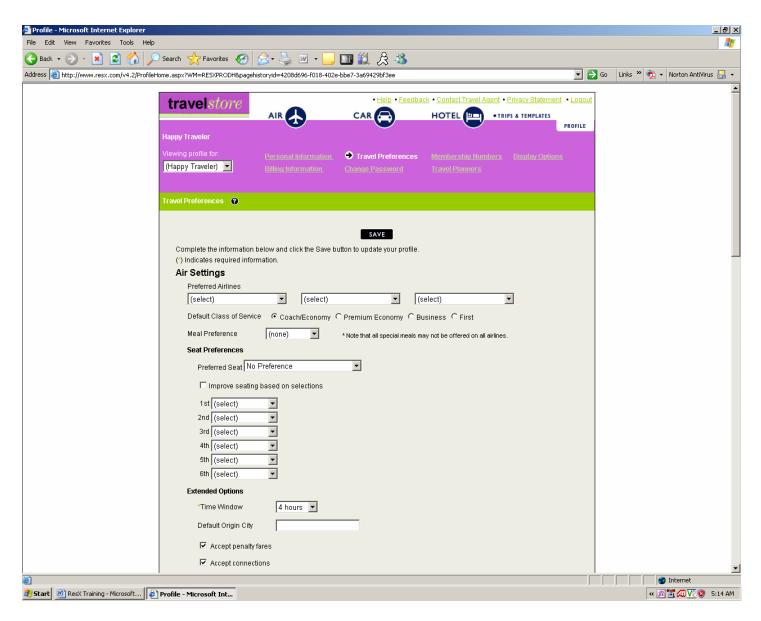
Personal Information

This section captures your name, home address, work address, phone numbers, emergency contact information, passport information, and any required information for your company.



Modifying Travel Preferences

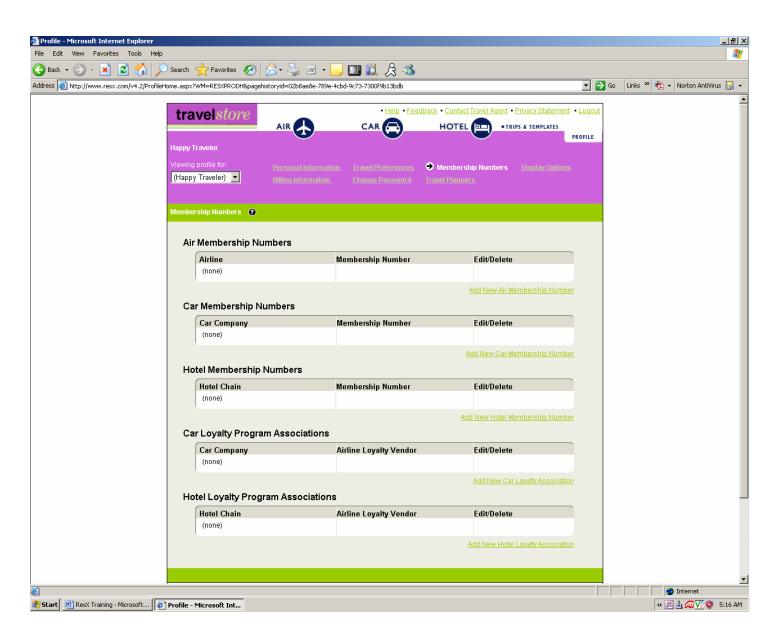
This section allows you to specify your preferred airlines, class of service, meal preference, seating priority, time window (used to determine how many flight options to provide when a flight search is made), default origin city, whether penalty fares or connections are acceptable, car preferences, hotel preferences, etc.



Note: Your company travel policy may not allow all options may be available or visible.

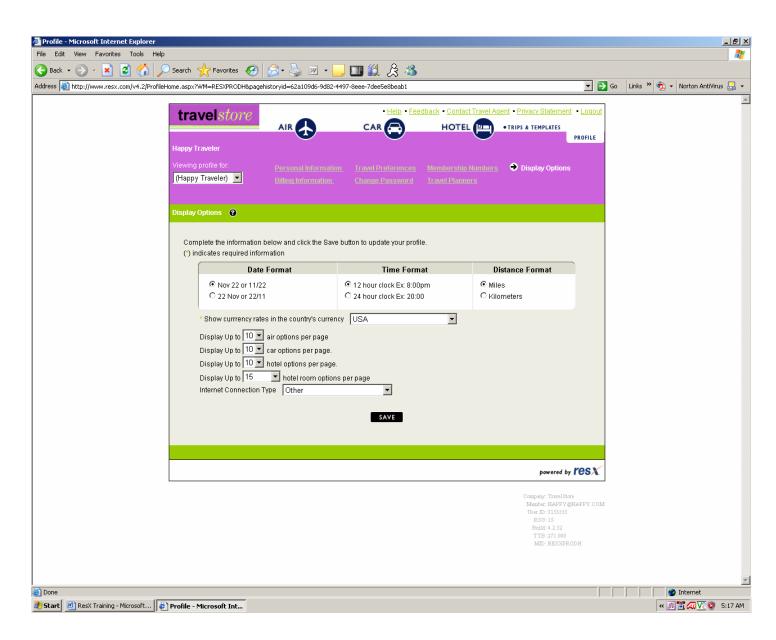
Adding Membership Numbers

This section allows you to enter your frequent flyer numbers, car program numbers, hotel program numbers, and specify loyalty associations for those numbers.



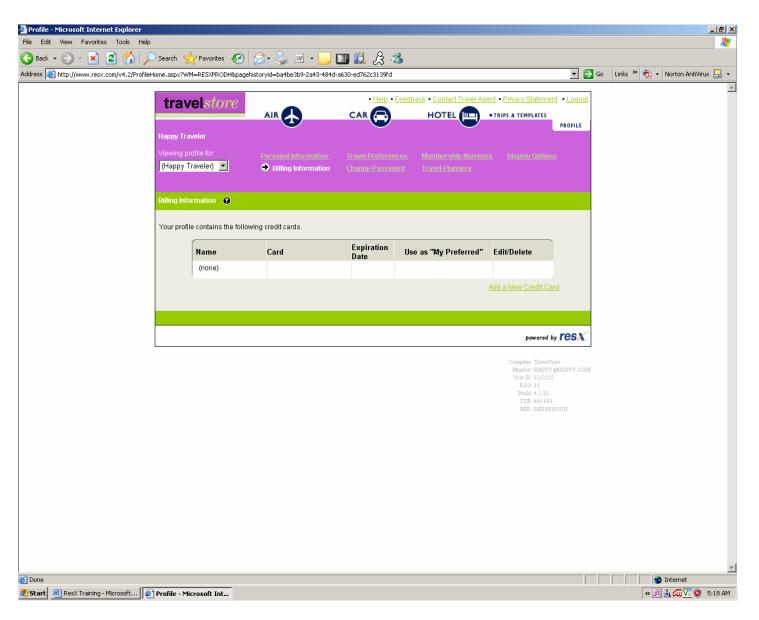
Modifying Display Options

This section allows you to customize how data from ResX appears when it is returned to you.



Billing Information

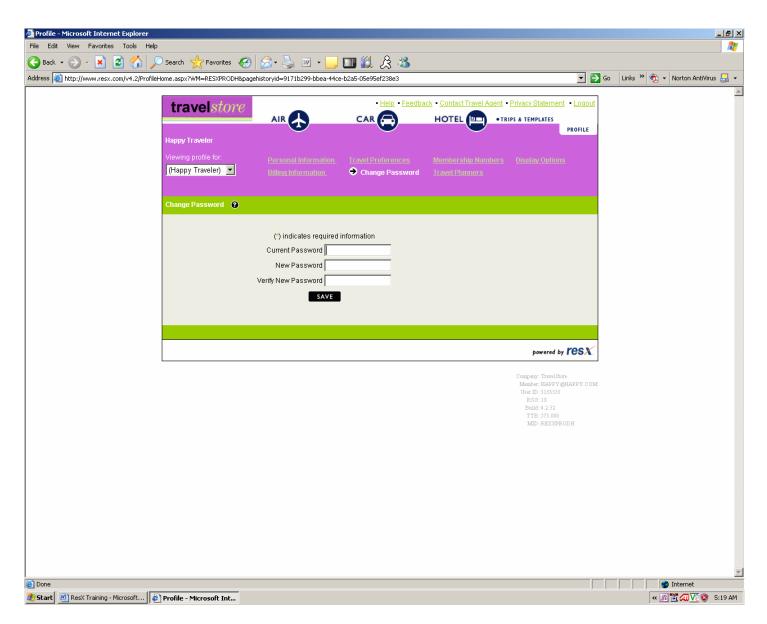
This section allows you to enter the various credit card numbers that you use for travel purposes. You can specify that one card be used for air/car/hotel, or specify individual cards for each particular type of travel.



Note: Your company preferred method of payment may already be entered for you and can not be modified.

Changing password

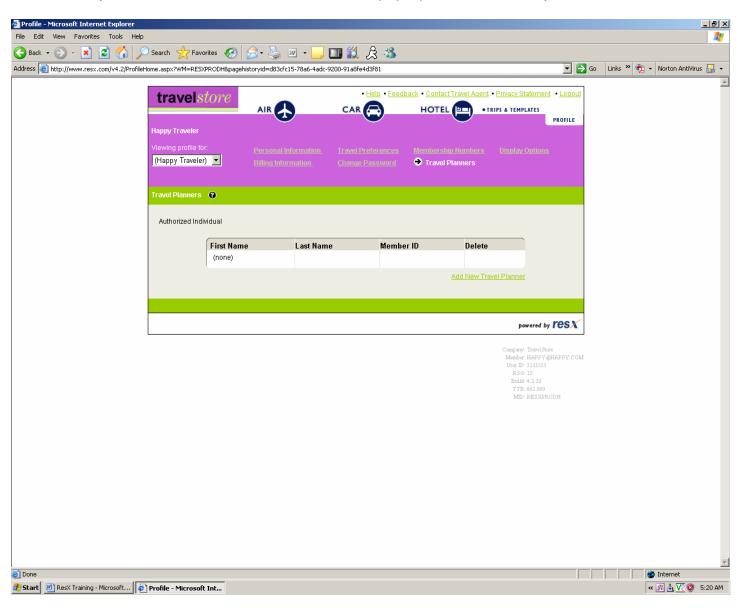
This section allows you to set a new password at anytime.



Note: The password may be any combination of letters or numbers but must contain at least 4 characters.

Travel Planners

This section allows you to specify others within your company that you wish to authorize to book travel on your behalf, modify your profile, or have access to your existing travel plans. If you are a travel planner you must first set-up your own personal profile as a travel planner. Travel planners making the first reservation for an employee, must also develop a personal profile for each traveling employee if they have not specified you as their travel planner. Use the employee's ARB email address for the Member ID. When the travel planner (or the traveler) designates a travel planner in the traveler's profile, travel planners are able to make travel arrangements for the traveler using the travel planner's logon by selecting the traveler on the "Planning for" drop down menu located to the left of the page after logon. Itineraries can be sent to the travel planner if desired by entering the travel planner's email address as a secondary email address when setting up the personal profile or after reservations are confirmed when you select the "email itinerary" option. Please note that the ResX program has a "pop-up" email itinerary feature appearing on the page after a reservation has been made. The pop-up box appears after clicking on "email itinerary" and asks for the email address or addresses to send a copy of an itinerary to. To use this feature, you must click on Tools, click on "allow pop-ups for this site only."

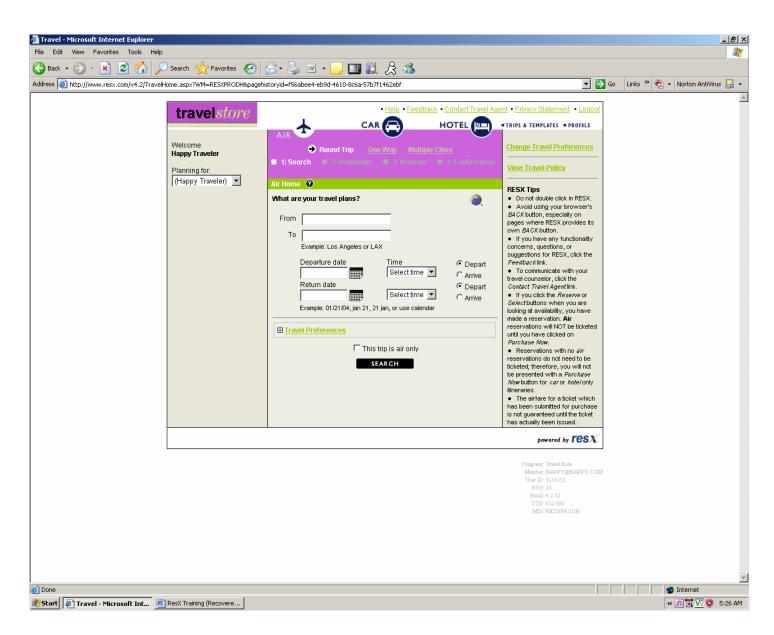


Note: If you have an administrative staff member that needs access to your travel information or may need to book your travel then you must add them to this section otherwise they will not be able to view or book travel on your behalf.

Reservations

Air

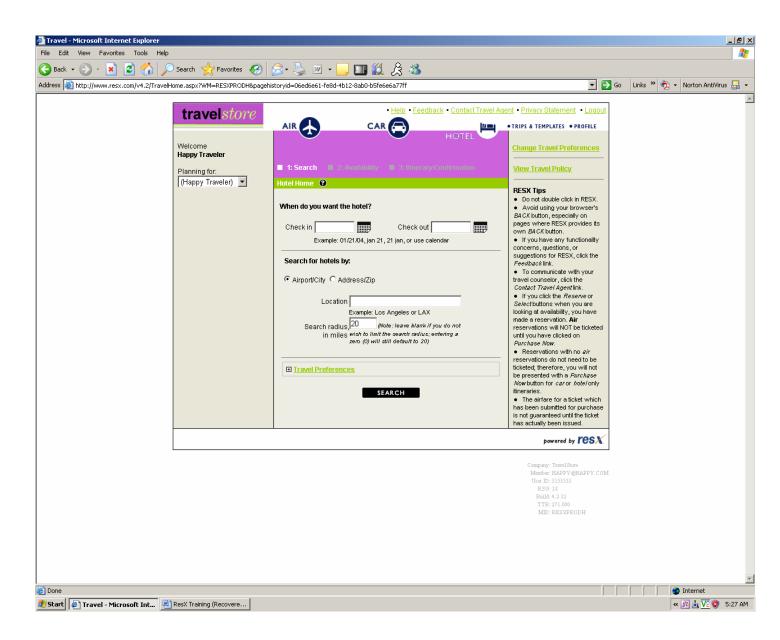
Making a reservation is easy...simply select the appropriate icon; air, car, or hotel, ResX automatically assumes a round trip unless One Way or Multiple Cities is selected. Populate the requested information and click SEARCH. ResX will also automatically assume that a car and hotel are needed (unless you select the "This trip is air only box") and will present those options to you without the need for you to enter additional information unless you need to change some of the parameters.



Reservations

Car

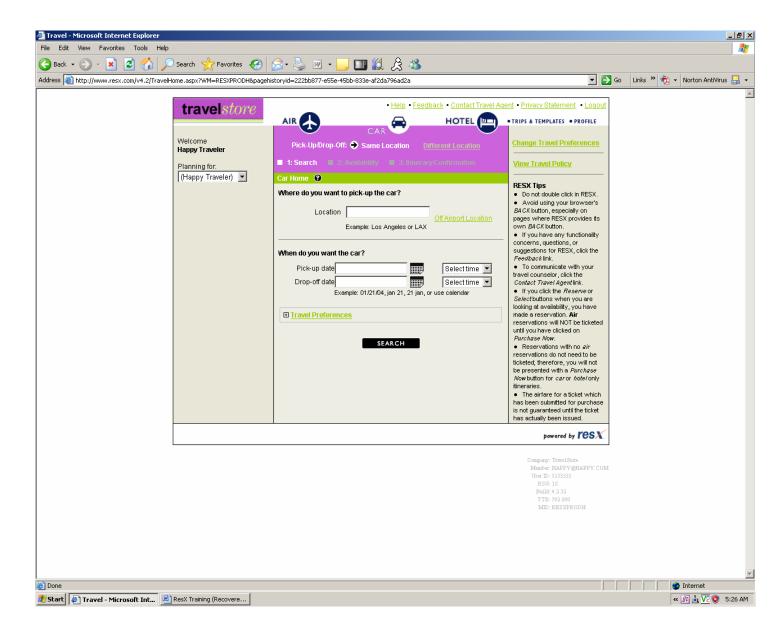
If you only need a car reservation, simply select the car icon, populate the requested information and click **SEARCH**.



Reservations

Hotel

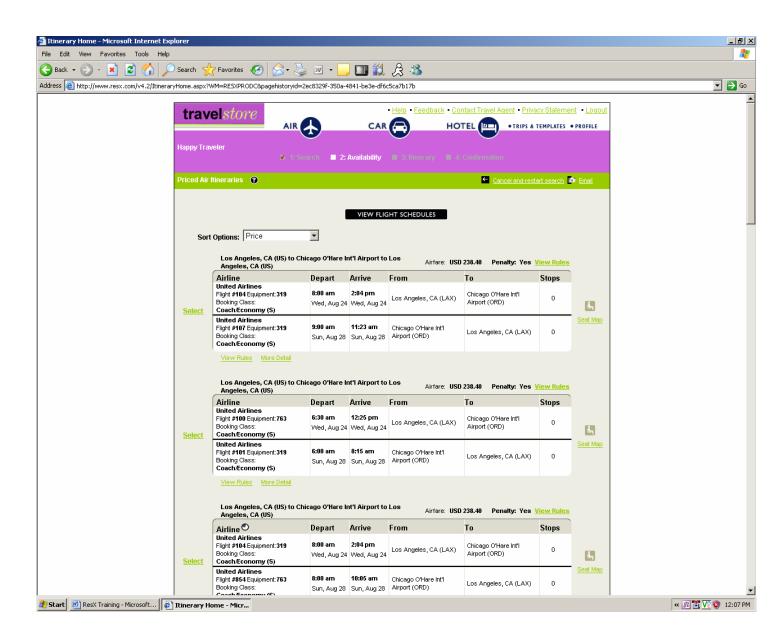
If you only need a hotel reservation, simply select the hotel icon, populate the requested information and click SEARCH.



System Responses

Flight options

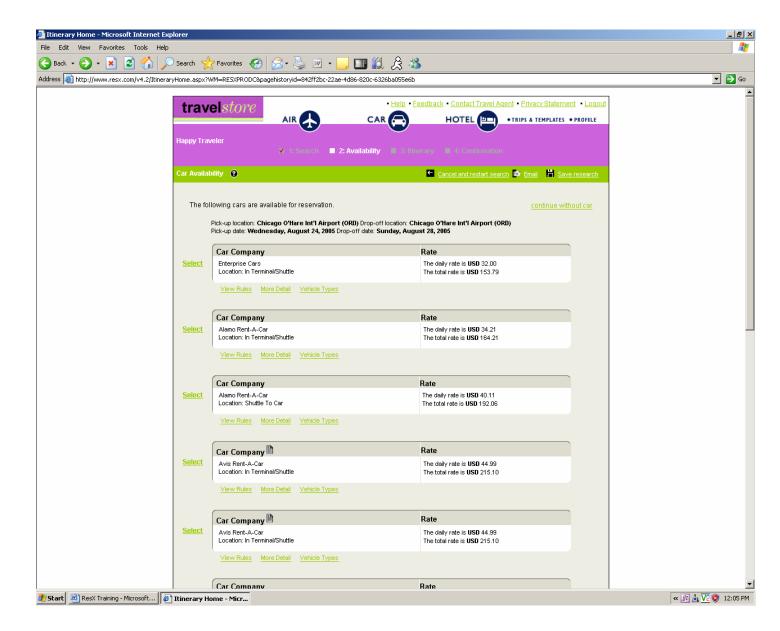
Options are presented in an easy to read format and can be sorted by selecting from the "Sort Options" drop down list. To select a particular set of flight options simply click the <u>Select</u> link off to the left side. To view more flights, or mix and match flights select the VIEW FLIGHT SCHEDULES button.



System Responses

Car options

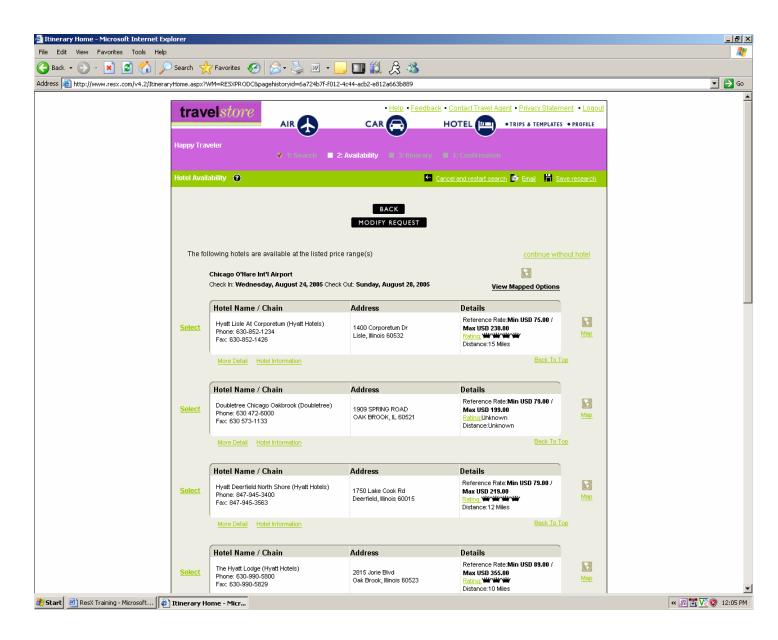
Options are presented in an easy to read format. To select a particular car company simply click the **Select** link off to the left side.



System Responses

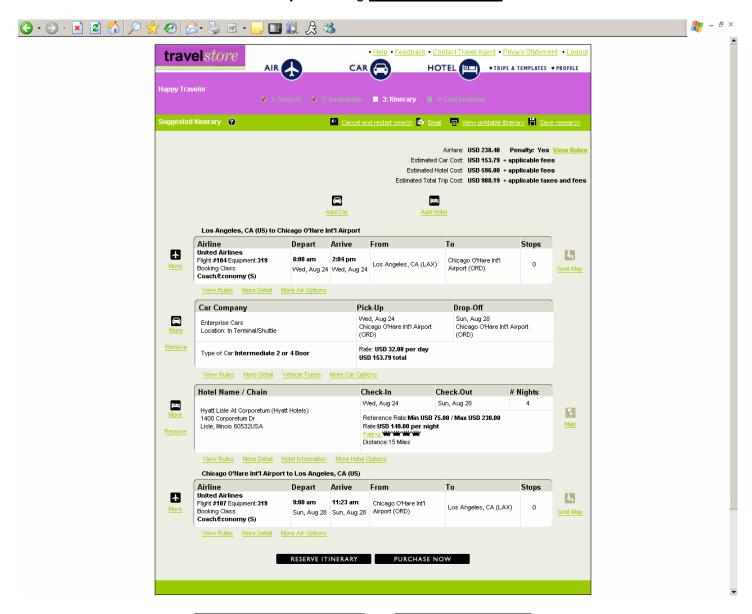
Hotel options

Options are presented in an easy to read format and can be sorted by selecting from the "Sort Options" drop down list. To select a particular hotel simply click the <u>Select</u> link off to the left side. Hotels work a little differently as compared to air and car because of the number of rates and room types each hotel may have available to choose from, therefore you must click <u>Select</u> in order to view room descriptions and rates.



Itinerary

After making all selections the complete trip itinerary is displayed. From this point you may either hold this itinerary as a reservation by selecting **RESERVE ITINERARY** or purchase the airline tickets and reserve the car and hotel by selecting **PURCHASE NOW**.



Note: After selecting **RESERVE ITINERARY** or **PURCHASE NOW** you will be taken to a confirmation page and will be provided with a "Trip Locator". This trip locator does not indicate that airline tickets have been purchased, only that a reservation has been held. If you wish to purchase airline tickets then you must select the **PURCHASE NOW** button. All fares are subject to change until actually purchased. If the traveler needs an Airline Trip Locator Number to obtain an on-line boarding pass, click on "Virtually There," enter the Travelstore's Trip Locator Number and the traveling employee's email address. An itinerary should appear giving the Airline Trip Locator Number needed to obtain an on-line boarding pass at the airline website.